

Job Opportunity

Date: May 1, 2014

Position Title/Rate: **Bailiff - \$11.55/hr**

Department/Division: **Judge Roland Steinle – Criminal Calendar**

Location: Central Court Building
201 W Jefferson
Phoenix, AZ 85003

Job Requirements: Bailiff minimum qualifications include a High School Diploma or GED.

Comments: Judge Steinle seeks a full-time Bailiff effective **June 1, 2014**. This recruitment is ongoing until the position is filled. All interested applicants should mail, email, or fax their résumé immediately to:
Judge Ronald Steinle
c/o Donna Jones, Judicial Assistant
201 W Jefferson
Phoenix, AZ 85003
Email: dojones@superiorcourt.maricopa.gov
Fax: 602-372-8654
Please include cover sheet:
ATTN: Donna Jones

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court Division.

PRIMARY DUTIES OF THE POSITION:

Assists the Judge with administrative and clerical tasks; orders or prepares files and daily calendar for the Court; assists Judicial Assistant with phone calls; prepares courtroom for daily proceedings; manages courtroom during proceedings; assists visitors, and pro se litigants with explanations, directions, and instructions; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills and Abilities: High School Diploma or GED required. Knowledge of court procedures, legal terminology, legal research techniques, and the operation of e-courtroom equipment preferred.